

**LYMAN-DAYTON FIRE COMMISSION (FC)**  
**Minutes of Meeting – April 24, 2014**

**Location:** Goodwin's Mills Fire Station – called to order at 6:30 p.m.

**Present** – Fire Commissioners: Ray Demers, Amos Gay, Don Hernon, Jim Roberts, Wendell Smith, Jim Sotir; Dayton/Fire Department Treasurer: Angela Cushman; GMFR: Acting Fire Chief Chad Johnston; Lyman Selectwoman: Victoria Gavel; Dayton resident Michelle Ray.

**Absent** - Fire Chief Rod Hooper (military leave)

**Handouts**

- Meeting Agenda for 4/24/14
- Draft FC Minutes/Notes of 3/20/14, 3/27/14, 4/10/14.
- Proposed GMFR Town warrant and referendum articles
- Expense Summary Report and Revenue Summary through April 24, 2014
- Proposed transfer of funds among GMFR Operations Budget FY14 Accounts
- Waterboro Letter of Appreciation dated 3/19/14
- Undated Note from Lyman residents of 21 Murphys Way

**FC Votes Taken/Results** – After discussion FC members **voted** as follows:

- **Approved (all FC in favor except as noted)**
  - Minutes of 3/20/14 FC meeting as amended
  - Minutes of FC Clerk interview 3/27/14; Special FC Meeting 4/10/14, Radio Communications Issue; Special FC Meeting 4/10/14, Scarborough Fire Chief Presentation on use of RFPs to purchase Fire Department Capital Equipment
  - Hiring Ms. Michelle Ray as FC Clerk
  - Authorized Acting Fire Chief to proceed with phase one corrective action on radio communications issue (4 in favor; I abstained).
  - Funds for radio corrective action to come from FC Administration account, after reallocation of funds in Operations Budget accounts
  - Fire Commission's Outstanding Service Award
  - Authorized Acting Fire Chief Johnston to terminate two GMFR call force employees due to non-participation in required activities
- **Tabled (Note – includes items tabled in previous FC Meetings)**
  - Disposal of excess GMFR equipment for further review by Acting Fire Chief
  - Revision solar energy proposal
  - Draft of Internet Use Policy

- GMFR Personnel Policy, Section 9.2: Paid-Time Off
- Report of Subcommittee (Jim Roberts/Don Herson) visits to other area Fire Depts

**Action To Be Taken** – After discussion, FC members agreed on the following:

- **FC Secretary** - Send Waterboro Fire Chief Letter of Appreciation dated 3/19/14 and undated Note from Lyman residents of 21 Murphys Way to Lyman and Dayton Boards of Selectpersons for their information.
- **FC Secretary** - Work with Acting Fire Chief to develop Information Sheet in support of referendum and warrant articles. Information Sheet to be reviewed by FC, and Lyman and Dayton Boards of Selectpersons before release.
- **FC Chairman** - Schedule routine meetings of FC with Lyman and Dayton Boards of Selectpersons, starting July 2014.
- **Acting Fire Chief** - Proceed with phase one corrective action on resolution of radio communication issue.
- **Treasurer/Acting Fire Chief** – As approved by the FC, transfer funds among GMFR Operations Budget accounts to provide funds for radio communications phase one.
- **Treasurer** – Provide wording for warrant article to release funds and finance/purchase a new fire truck.
- **Capital Equipment Plan** – FC Sub-Committee (Amos Gay and Jim Sotir) meeting scheduled for Wednesday, April 30<sup>th</sup>, at the Fire Station.

**Treasurer's Report** – Treasurer provided information as follows:

- Smith Associates, Yarmouth will conduct both Dayton and GMFR financial audits for fiscal year ending 6/30/14.
- Using data from Expense Detail Report through 4/24/14, Treasurer and Acting Fire Chief provided recommended adjustments to Operations Budget accounts to result in \$19,700 in FC Administration account to pay for phase one of radio communications corrective action.
- GMFR Ambulance Billing paid through 3/31/14 is \$98,986, which is about on track to achieve the budgeted amount of \$130,000 for fiscal year ending 6/30/14. It was noted that ambulance billing for this fiscal year is more in line with past years, with the exception of FY 2012/13 which was higher than average. A review of cases does not provide a clear reason for the increase in EMS cases last FY.
- Lyman and Dayton proposed warrant and referendum articles including:

**WARRANT**

- Operations - \$37,025.50 each town
- Personnel - \$236,043.60 Lyman; \$157,362.40 Dayton (60/40 split)
- GMFR surplus to each Town's Fire Truck Savings Account - \$28,118.50 each town

- Each Town raise \$50,000 for Town's Fire Truck Savings Account
- Establish designated account not to exceed \$15,000 for GMFR self-insured unemployment fund

**REFERENDUM**

- 24 Hour Staffing - \$38,520 Lyman; \$25,680 Dayton (60/40 split) to augment full-time staff with per-diem individuals to allow 24 hour per day staffing of the Fire Station

It was noted that the warrant article to release funds and finance/purchase a new fire truck was NOT included. Treasurer was requested to provide wording for this article, as previously agreed to by Lyman and Dayton Boards of Selectpersons and Budget Committees.

FC discussed methods of providing factual information to Lyman and Dayton voters in support of the warrant and referendum articles, including use of local newspapers and a fact sheet for voters. FC Secretary will work with Acting Fire Chief to develop draft Fact Sheet for review by FC and Lyman/Dayton Selectboards.

**Discussion of GMFR Capital Equipment Replacement** – Scarborough Fire Chief Mike Thurlow and Deputy Fire Chief Glen Deering provided information and discussed using a RFP process versus a bid process for the purchase of new fire trucks on 4/10/14 with FC.

**GMFR Radio Communications** – Acting Fire Chief discussed the issue of inadequate radio communications, including preliminary cost estimates provided by Dave Cobb, Dirigo Wireless. Four options for potential tower locations are as follows: Clarks Woods Road Lyman next to CMP tower; Existing tower on Ossipee Mountain, Waterboro; 734 Goodwin's Mills Road, Dayton; and 62 Andrews Road, Biddeford. After review of coverage maps and discussion of tower rental fees, FC voted (4 in favor; 1 abstained) to proceed with phase one corrective action of replacing obsolescent equipment on Ossipee Mountain at a cost not to exceed \$19,700. FC approved Acting Fire Chief recommendations to transfer funds among Operations Budget accounts to provide \$19,700 in the FC Administration account to pay for the radio communications work.

**Hiring Process for FF/EMTs** – Hiring process for Firefighters/EMTs is in progress. Physical Agility and Reading Comprehension tests are planned for eight candidates at the Fire Station on 4-26-14. Preliminary interviews are scheduled for 4-29-14.

**Letters of Appreciation** – Acting Fire Chief received a Waterboro Fire Chief letter of appreciation dated 3/19/14 regarding GMFR assistance at a structure fire at Dirigo Road, and an undated

note from Lyman residents of 21 Murphys Way for GMFR extinguishing a chimney fire on 3/22/14. FC reviewed the letters and directed FC Secretary to forward copies to the Lyman and Dayton Boards of Selectpersons for their information.

**GMFR Fire Station Fire Alarm Code** – Fire Commissioner Jim Roberts has provided information and Fire Station construction closeout documents to Attorney David Ordway to develop legal request to the Fire Station modernization general contractor for reimbursement of the cost of \$1473 to replace the motherboard of the Fire Station fire alarm system to permit annual testing as required by code. Limit of \$200 in legal fees remains.

**Grants** – No updates available.

**Routine Meetings with Boards of Selectmen** – FC Chairman will schedule routine meetings with the Lyman and Dayton Boards of Selectmen to promote discussion and cooperation on issues affecting both GMFR and towns, starting in July 2014, on a quarterly schedule.

**FC Clerk** – Three Fire Commissioners interviewed Ms. Michelle Ray for the position of FC Clerk; all three FC expressed positive hiring recommendation. FC Secretary reported positive comments from Ms. Ray’s references. FC voted to offer the FC Clerk position to Ms. Ray at the pay rate of \$12/hour, subject to submittal of employment application to Lyman Treasurer and positive background check. Ms. Ray accepted the job. Since Ms. Ray is the spouse of a GMFR employee and to eliminate any confidentiality issue, FC Secretary will remove Fire Chief’s personnel records from the FC file cabinet at GMFR, and file these records at the Lyman Town Hall.

**GMFRA Ball** – Goodwins Mills Firefighters Relief Association will sponsor a dinner with subsequent dance at the Nonantum Resort in Kennebunkport on Friday, May 16<sup>th</sup>. GMFRA has invited Fire Commissioners to attend. Cost is \$30 per couple; \$20 for an individual. Tickets are available at the Fire Station.

**Equipment Swap with Alfred Fire Department** – Acting Fire Chief reported swapping one set of turnout gear with Alfred Fire Department, since the large sized individual who wears the gear has accepted a job with Alfred. GMFR received a more useful sized set of gear.

**Executive Session** – 8:33 p.m. FC voted to go into Executive Session per 1MRSA 405(6) A, Personnel Matters, to discuss personnel matters as presented by Fire Chief. 9:09 p.m. FC voted to leave Executive Session; no votes taken; nothing to report.

**Fire Commission's Outstanding Service Award** – FC voted to award Chief Coyle R. Meserve Outstanding Service Award to a GMFR employee for demonstrating outstanding service to GMFR over the past year. Award to be presented by the FC Chairman at the GMFRA Ball.

**Termination** - After discussion, FC voted to authorize Acting Fire Chief to terminate two GMFR call force employees (one new employee; one Firefighter/EMT) for non-participation in required training and activities. Requirements of GMFR Personnel Policy are being followed.

**Next Regular Meeting-** Thursday, May 22<sup>nd</sup>, 6:30pm at Goodwin's Mills Fire Station.

**Meeting adjourned:** 9:15 p.m.

**Submitted, as recorded, this date of April 24, 2014, by FC Secretary, Don Hernon.**